



How to Place Your Catalog Fundraising Order

Step 1 Save a copy of the [Catalog Master Order Form](#) to your computer. If you decide to input orders in shifts you will be able to easily save your progress.

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Step 2 Collect orders from your participants. Read the thorough instructions on the order form and begin inputting orders on the blue tab.

Helpful Tips

- ❖ Don't forget to include each student's name and teacher.
- ❖ When inputting orders, verify that the "Total Due" amount equals the payment in the envelopes.
- ❖ Double-check to make sure that what your participant orders matches what you input into the order form.
- ❖ Allow a few extra days to input additional late orders before submitting your order to Equal Exchange.

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Step 3 Once all orders have been input into excel, click on the red Maximize Profits tab on the lower left. Here you will find a list of extra product that you can purchase to maximize profits.

Clearly type in "Yes" or "No" in the last column in this tab. Your order will update automatically to include these items.

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Step 4 Click the yellow Profit Summary tab to see your total due to Equal Exchange, profit raised, and extra items you have purchased to sell after the catalog sale. Print this page out for your records.

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Step 5 Decide whether to have your order pre-packed by student for a fee or pack the order yourself. Follow the prompts on the Instructions in the order form based on your choice.

To learn more about pre-pack options, click [here](#).

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Step 6 Submit your order online using your wholesale account login at shop.equalexchange.coop

Detailed instructions on how to place your order online is within the Order Form.

Step 7



Save your completed Master Order Form onto your computer as an excel file for your records.

Shipping Chocolate during warm weather months

Due to concerns of melting during transport, there may be associated fees or costs in shipping chocolate in temperatures over 70°.

If you would like to add additional products not included in our catalog:

Add additional items to your cart before check out.



Step 8



Send Equal Exchange payment within 14 days of receiving your order.

If paying by Credit Card: Submit Credit Card information during Check Out

If paying by a Check: Select “Net Terms” as a payment option via check out.
Mail a check to:

Equal Exchange
Community Sales
50 United Dr.
West Bridgewater, MA 02379

Include your organization ID on the check.



If steps 1-7 have been completed, your order has been placed!

You will receive an e-mail confirmation once your order has been submitted.

Expect to receive your order within 10 business days.



NOTE: You will receive two separate shipments!

Items marked as “Ten Thousand Villages” will arrive separately from Equal Exchange items. Typically these orders arrive within a few days of each other.

Do not start your packing party until both orders have arrived!



If you have trouble ordering...

Can't open the file? Can't find the “Maximize Profits” and/or “Order Summary” tab on the lower left?

Attach your Order Form along with questions to communityorders@equalexchange.coop

..... *Make money*
Make a difference